

October 2023

**IMPORTANT CIRCULAR**

參展商須知

Dear Exhibitor,

致：各參展商

**A. Second Exhibitor Package 第二份參展商重要文件**

We are pleased to attach the second Exhibitor Package for preparing your participation in the upcoming fair. It includes the following important materials: -

隨函附上提供予 貴公司準備參展的第二份重要文件，請查收: -

Item 資料項目		
1.	Restriction on Custom-built Stand Height 特裝展位高度限制	<b>Special Circular</b> 特別通告 1
2.	e-Badge for Exhibitors and Buyers <NEW> 參展商及買家電子入場證 <新>	<b>Special Circular</b> 特別通告 2
3.	Maximise Your Exhibition Effectiveness with hktdc.com Sourcing, Click2Match & Scan2Match Platform <NEW> 「貿發網採購」、「商對易」及「掃碼易」平台助你提升展覽效益 <新>	<b>Special Circular</b> 特別通告 3
4.	Special Move-in and Move-out Arrangement <NEW> 特別進館及撤館交通安排 <新>	<b>Special Circular</b> 特別通告 4
Item 資料項目		<b>Appendix No.</b> 附件號碼
5.	Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals 關於印度國民預辦入境登記的更新	<b>Appendix</b> 附件 1
6.	Important Notice on Insurance 參展商須自行投保	<b>Appendix</b> 附件 2
7.	Invoices Issued to Buyers (Trade Description Ordinance) 有關<商品說明條例>中產品銷售之發票內容	<b>Appendix</b> 附件 3
8.	Caution on Fraudulent Emails 提醒參展商小心提防欺詐電郵的通知	<b>Appendix</b> 附件 4
9.	Overnight Storage for Valuable Exhibits 貴重展品通宵貯存服務	<b>Appendix</b> 附件 5
10.	Special Hotel / Flight Booking Offer from Agoda & Trip.com Agoda 及 Trip.com 酒店住宿 / 機票推廣優惠	<b>Appendix</b> 附件 6

Item 資料項目		Appendix No. 附件號碼
11.	Exhibitor's Brief on Protection of Intellectual Property Rights (IPR) 有關保護知識產權措施及參展商須知	Appendix 附件 7
12.	Move-out Regulations 撤館規則	Appendix 附件 8
13.	Guidance to Custom Built exhibitors for on-site usage of electricity 特裝參展商注意事項 -現場使用電力指引	Appendix 附件 9
14.	Exhibitor Alerts during on-site 參展商現場注意事項	Appendix 附件 10
15.	Join HKTDC social media channels and get up-to-date fair information 通過香港貿發局的社交平台獲取最新展覽會資訊	Appendix 附件 11
16.	Green Tips to Exhibitors 參展商綠色小貼士	Appendix 附件 12
17.	<b>Circulars 展覽會通告：</b>	<b>Circular No. 通告號碼</b>
Exhibition 展覽會	Use of Badge 工作證之使用	Circular 通告 1
	Important Exhibition Regulations 展覽會重要規則	Circular 通告 2
	Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例	Circular 通告 3
	Caution on Third Party Promotion Offers 請小心處理由第三者提供之推廣優惠	Circular 通告 4
	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務	Circular 通告 5
	Internet Access at the Fair 展覽會連接上網安排	Circular 通告 6
	Safety Regulation on the Use of Trolleys 使用手推車安全細則	Circular 通告 7
	Receiving Buyers at HKTDC Fair 參展商接待買家須知	Circular 通告 8
	Special Arrangements for Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions 熱帶氣旋、黑色暴雨警告訊號或極端情況下之特別安排	Circular 通告 9

17.	Circulars 展覽會通告：		Circular No. 通告號碼
	<b>Security</b> 保安	Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失或盜竊的保安措施	<b>Circular 通告 10</b>
	<b>Booth Construction</b> 攤位搭建	Points to note / New Measures on Custom-Built Participation 特裝參展新措施及注意事項	<b>Circular 通告 11</b>
		Safety Measures on On-site Construction/Dismantling Work 展覽活動施工場地安全守則	<b>Circular 通告 12</b>
		Construction Waste and Exhibit Sample Disposal 棄置建築廢料及展品	<b>Circular 通告 13</b>

**Note**  
備註

- Information may varies from time to time according to the most up to date arrangement of the Organiser. Exhibitors are recommended to refer to the latest circulars received.  
主辦機構會就實際情況而變更進館及撤館安排及其他資料，而一切資料以最新的通告為準。
- Arrangement of Exhibitor Badges Registration Link & Collection Arrangement will be provided by next email.**  
有關參展商工作證登記及領取安排將於稍後另行電郵予貴公司。
- Arrangement of Electronic Vehicle Entry Permit will be announced later.**  
電子車輛入場許可證安排將於稍後公佈。
- For trade visitors aged 18 or above only. Onsite Registration Fee: HK\$100 per person (Free for e-Badge registration and pre-registered buyers) No visitors under 18 will be admitted.  
展覽會只供 18 歲或以上的業內人士參觀。現場登記費：每位港幣 100 元正 (使用電子入場證及已預先登記人士可免費入場)參觀人士如未滿十八歲均不准進場。
- Please download the above circulars from HK Int' Optical Fair website (Exhibit → Resources Centre → Circular → 2<sup>nd</sup> Important Circular)  
上述通告請到眼鏡展網頁下載 (參展資訊 → 資訊中心 → 通告 → 重要通告二)  
<https://www.hktdc.com/event/hkopticalfair/en/circular>
- Other special circulars please refer to Exhibitor Package emailed to exhibitors in Sep 2023:  
其他特別通告已 2023 年 9 月以電郵發予參展商，請見以下之連結下載參展商須知：  
[https://hkopticalfair.hktdc.com/pdf/2023/Circular//1st\\_Circular.pdf](https://hkopticalfair.hktdc.com/pdf/2023/Circular//1st_Circular.pdf)

**Special Airfares by Cathay Pacific**

Cathay Pacific Airways, our official carrier of the **HKTDC Hong Kong International Optical Fair 2023**, is offering you and your travel companions exclusive airfares in all classes. To take advantage of this offer, please click <http://events.cathaypacific.com> and input the event access code **MICE459** to avail of special fares for you.

**優惠機票**

國泰航空為「香港貿發局國際香港眼鏡展 2023」指定航空公司，並誠意為您及同行貴賓提供各項獨有機票優惠。請於 <http://events.cathaypacific.com> 登入並輸入展覽會代號 **MICE459** 查詢票價及訂票。



**B. Exhibitor Check-in Procedure 參展商進場登記手續**

Please bring along a business card with company stamp and present it to the Exhibitor Check-in Counter upon your arrival to the venue on the move-in day for collecting the **Booth Curtain and important on-site circulars.**

請 貴公司於進場日帶同公司印章或公司名片，前往展館現場之「參展商進場登記處」辦理進場手續，以領取展台布簾及有關是次展覽之重要通告。

Date 日期 : 7 / 11 / 2023 (Move-in Day 進館日)  
Time 時間 : 11:00 – 20:00  
Location 地點 : 1/F, Hall 1E Concourse, Hong Kong Convention & Exhibition Centre  
香港會議展覽中心 1 樓展覽廳 1E 大堂

\* Fair Dates & Opening Hours 展覽日期及開放時間:

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
8-9 November (Wed-Thur) 11 月 8-9 日 (星期三至四)	09:30am-6:30pm 上午 9 時 30 分至下午 6 時 30 分	9:00am-6:00pm 上午 9 時正至下午 6 時正
10 November (Fri) 11 月 10 日 (星期五)	09:30am-5:00pm 上午 9 時 30 分至下午 5 時正	9:00am-3:30pm 上午 9 時正至下午 3 時 30 分

Hong Kong Trade Development Council  
香港貿易發展局

